



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505
(304) 284-7552 (Phone)
(304) 284-4839 (Fax)

September 30, 2008

WEST VIRGINIA BULLETIN NO: WV360-8-19

SUBJECT: PER – Fiscal Year (FY) 2008 Performance Appraisals

Purpose: To notify supervisors and employees of FY 2008 Performance Appraisal requirements

Expiration Date: This bulletin expires October 31, 2008

ACTION REQUIRED BY: Friday, October 24, 2008

The Fiscal Year (FY) 2008 rating period will end on September 30, 2008. All Performance Appraisals must be completed by supervisors in EmpowHR, approved by the reviewing official, discussed with employees, and electronically signed by employees no later than October 24, 2008. The appraisal process is not finished until these four steps are complete.

It is important to note that appraisals should not be discussed with employees until the rating is approved by the reviewer. In addition, all proposed “outstanding” ratings must be approved by the State Conservationist prior to undertaking any action in EmpowHR.

[National Bulletin 360.8.56](#), dated August 22, 2008, contains detailed information regarding the rating process. **Note that supervisors are required to provide a written narrative outlining employee accomplishments against the standards for each element.** Documentation for elements in which the employee receives a rating of “Exceeds Fully Successful” or “Does Not Meet Fully Successful” must show how the performance exceeded or failed to meet the fully successful standard.



Guidance for processing FY 2008 Performance Awards will be issued under a separate bulletin. Supervisors are cautioned to refrain from issuing performance-based awards in the interim.

If you have questions regarding the rating process, or need assistance with EmpowHR, please contact Karen Fitchett, Human Resources Specialist, at (304) 284-7552 or karen.fitchett@wv.usda.gov.

/s/

KEVIN WICKEY

State Conservationist

Dist: E